

REGISTRATION PROCEDURE

To subscribe for the Congress, it is necessary to first **REGISTER** to the **CFR Conference Portal** using the following procedure:

1. Go to: <https://convegni.cieffeerre.it/Default.aspx?codConv=W-SPO-VIN-68-26>
2. Click on "**sign in**", fill the required fields and choose a password
3. Check your e-mail to get confirmation of the registration on CFR Conference Portal
4. Use your **ID** (your e-mail) and **PASSWORD** to **ACCESS** the **CONFERENCE REGISTRATION SYSTEM** by following the link received by e-mail (Go to: <https://convegni.cieffeerre.it/Default.aspx?codConv=W-SPO-VIN-68-26>)
5. Please **TICK** the REGISTRATION FEE
6. **CLICK** on "**personal and fiscal data**" fill in the required fields and **TICK** the proper box for the **invoice addressing** (to you or to your Company Institution) and the **privacy policy**. **Please note:** if you chose to address the invoice to your Company/Institution please enter the information for the invoice heading on the fields that will appear on the right side.
7. Click on "**accepted method of payment**" and select the preferred one
BANK WIRE TRANSFER, you must upload the wire transfer statement (jpg o pdf).
The bank transfer details will be displayed once you select "Bank Transfer" as your payment method.
Please note: when making the bank transfer, the payment reference ****must** include the participant's full name and the following code: VIN/68. This information is essential to correctly identify your payment.

The bank fees are to be borne by the participant.

CREDIT CARD, you will be redirected to the secure payment site.
After transaction completion, **you must RETURN TO THE REGISTRATION PORTAL AND CONFIRM your participation (Point 9)**
8. Click on "**summary and confirmation**" and check the typed data carefully
9. To complete your registration, click on "**Please confirm your participation at the event**". You will receive an e-mail stating the successful conclusion of the registration process.

PLEASE NOTE: The registration to the conference will be valid only after full payment is received by the Secretariat.

You will receive the **OFFICIAL REGISTRATION CONFIRMATION** and **INVOICE** only by e-mail to the address used for the registration to the CFR Conference Portal from invoicingcfr@unife.it. INVOICES are sent within 24 hours of the effective conclusion of the payment process. We suggest to check the SPAM folder in case the invoice is not received within 24 hours of your subscription.

For any information concerning registration, invoicing and payments, please contact the Administrative Secretariat:

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